

## LICENSE RENEWAL INSTRUCTIONS

A full license, initial and reciprocity, will expire June 30 of the year that is less than two years from issuance. Thereafter, the license will expire biennially. A renewal notice will be mailed at least 30 days prior to expiration of your license. It is important to notify the board of any change in mailing address so notices will be received.

Acquisition of 50 clock hours of continuing education (CE) in the “core of knowledge” subject area will be required to renew:

- Resident Care – 10 hrs minimum
- Administration – 30 hrs minimum
- Elective – maximum 10 hrs

Each licensee whose initial licensure period is less than 24 months is required to obtain at least two hrs of CE for each month in the initial licensure period. The total hours and breakdown of CE is as follows for licenses effective less than 24 months.

Month in which license was issued	TOTAL	Resident Care (20%) (Minimum)	Administrative (60%) (Minimum)	Electives (Maximum)
August (23 month license) .....\$92.00	46	9	28	9
Sept (22 month license) .....\$88.00	44	9	26	9
Oct (21 month license) .....\$84.00	42	8	26	8
Nov (20 month license) .....\$80.00	40	8	24	8
Dec (19 month license) .....\$76.00	38	8	22	8
Jan (18 month license) .....\$72.00	36	7	22	7
Feb (17 month license) .....\$68.00	34	7	20	7
March (16 month license).....\$64.00	32	6	20	6
April (15 month license).....\$60.00	30	6	18	6
May (14 month license).....\$56.00	28	5	18	5
June (13 month license) .....\$52.00	26	5	16	5

Licensees must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event their renewal is randomly audited, but only then must they submit the information. CE content must meet regulation standards. Please see “core of knowledge” and “methods for earning continuing education” documents.

The attestation statement on the renewal application form replaces the CE transcript previously required.

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## RENEWAL STEPS

There are two options for license renewal:

### OPTION 1 – ONLINE RENEWAL PROCESS

A few reasons online renewal may be the choice for you:

✓Convenience: Available beginning May 15, 24 hrs daily;

✓Additional payment options (electronic checks, Visa, MasterCard, Discover & American Express). *A convenience fee of \$3 is charged for electronic checks. A convenience fee of \$8 is charged for credit card use.*

✓Immediate Confirmation – User received a printable confirmation statement verifying the renewal process was successfully completed and also serves as a receipt of payment.

Instructions: go to [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc) and click on the Online License Renewal link.

How to Renew Online

- 1 - Log in (*no special PIN required*)
  - 2 - Update address if necessary
  - 3 - Answer questions about discipline
  - 4 - Attest to CE Statement
  - 5 - Check out
- Receive Confirmation

### OPTION 2 – PAPER-BASED RENEWAL PROCESS

If the paper-based renewal is preferred, follow the steps below:

1 – Complete, sign and return the form titled “Adult Care Home Administrator Licensure Renewal Notice” which will have been mailed to your home address.

2 – Enclose the \$100 renewal fee made payable to KDHE or complete and enclose the authorization for payment of fees by Discover Card. *There is a 2.5% transaction fee when using this option.*

### CRITICAL DATES:

- All CE hours must be obtained by June 30 of the expiration year. If the required hours are not obtained by June 30, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date to avoid a \$50 late fee.
- Applications received postmarked or submitted online by July 31 of the expiration year, with CE obtained by June 30 of the expiration year, will be charged an additional \$50.00 late fee.
- Applications received postmarked 60 days after expiration (on or after Aug 1<sup>st</sup>) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$100 and reinstatement fee of \$120, and meet CE requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of the license expiration.